



OKLAHOMA
Tax Commission

Oklahoma Tax Commission Managed Secure
Transfer System (OTC MTF)

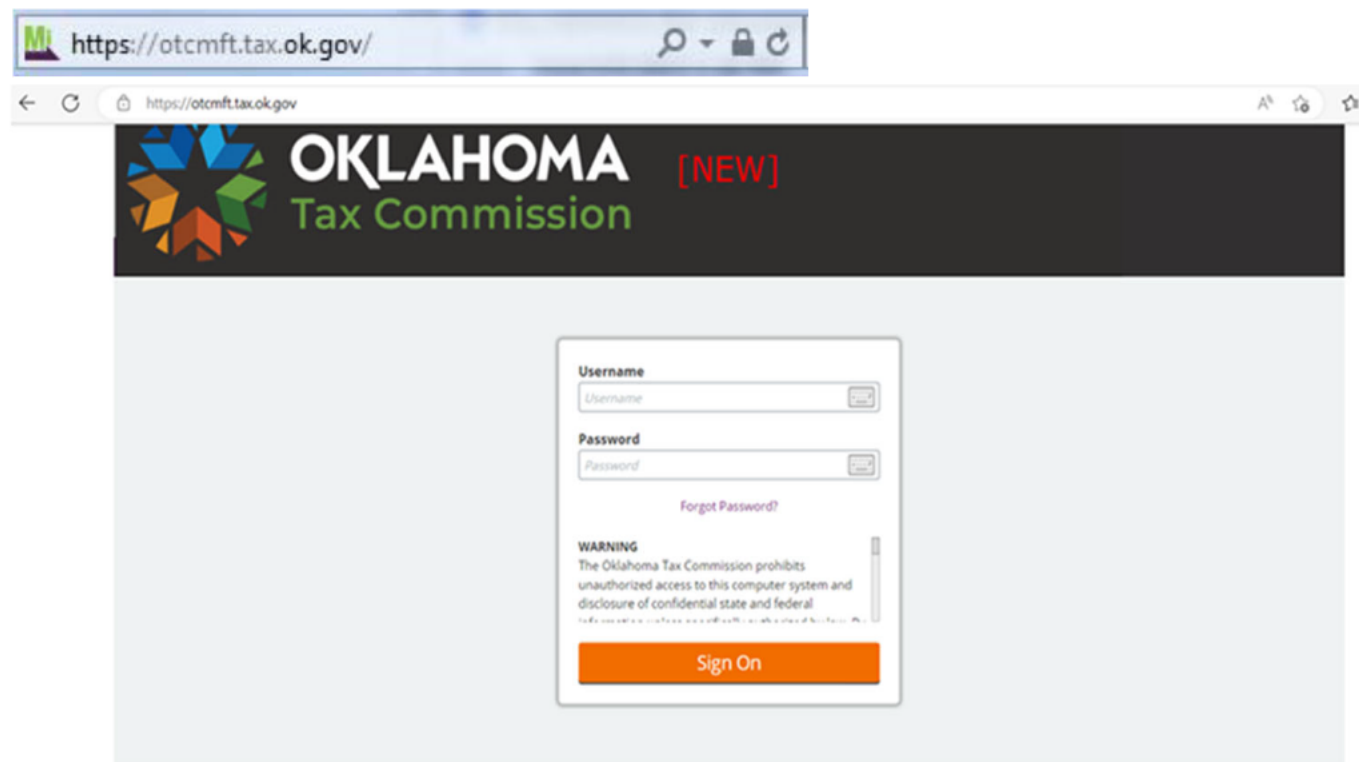
Accessing the Web Interface

The OTC MFT web Interface can allow you to send files securely to a recipient at the Oklahoma Tax Commission. This application is accessible by typing <https://otcmft.tax.ok.gov> into your browser:

Web Interface Address:

This will take you to the Oklahoma Tax Commission Managed Secure Transfer System (OTC MFT) and enter you email address.

To do this, you will need to click the Register and Send Files link.



The screenshot shows a web browser window with the address bar displaying <https://otcmft.tax.ok.gov/>. The page header features the Oklahoma Tax Commission logo and the text "OKLAHOMA Tax Commission [NEW]". The main content area contains a login form with the following elements:

- Username** field with a placeholder "Username" and a clear button.
- Password** field with a placeholder "Password" and a clear button.
- A link for **Forgot Password?**
- A **WARNING** message: "The Oklahoma Tax Commission prohibits unauthorized access to this computer system and disclosure of confidential state and federal information." followed by a vertical scrollbar.
- An orange **Sign On** button.



Don't have an account?
➤ Register and Send Files

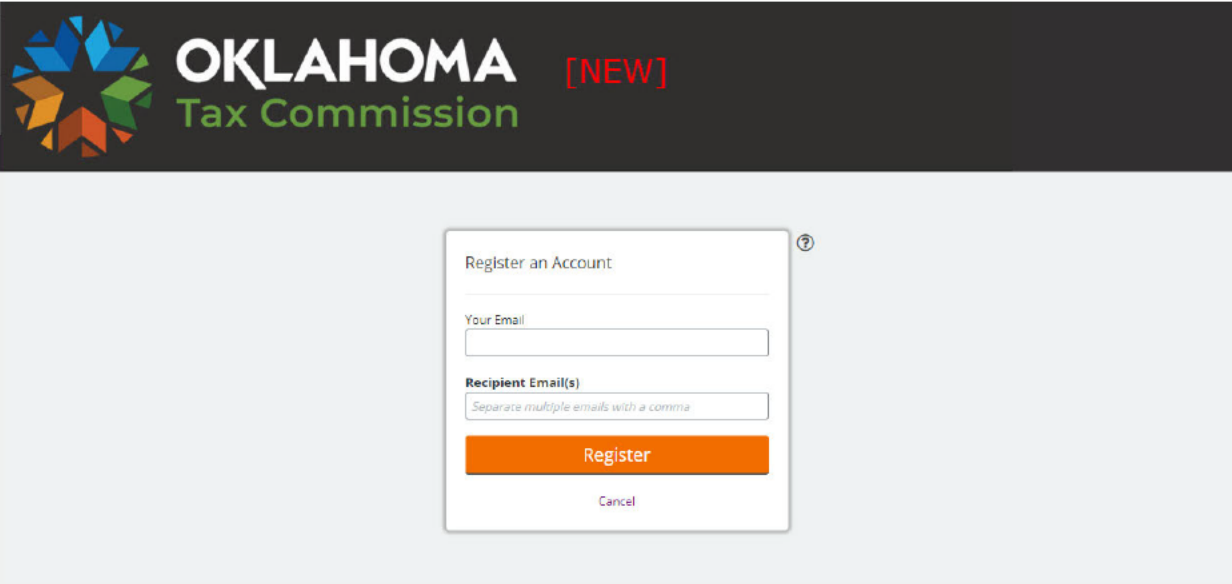
<https://otcmft.tax.ok.gov/>

Registration

Enter your email address in the first box.

Enter the Oklahoma Tax Commission employee's email address that you intend to send files to in the second box and click "Register".

Please use the email address provided below for the "Recipient's Email".



The screenshot shows the Oklahoma Tax Commission website header with the logo and the text "OKLAHOMA Tax Commission [NEW]". Below the header is a registration form titled "Register an Account". The form has two input fields: "Your Email" and "Recipient Email(s)". The "Recipient Email(s)" field has a placeholder text "Separate multiple emails with a comma". Below the input fields are two buttons: "Register" (orange) and "Cancel" (purple). A help icon (?) is located in the top right corner of the form.

Recipient email(s) :Ryan.Snyder@tax.ok.gov

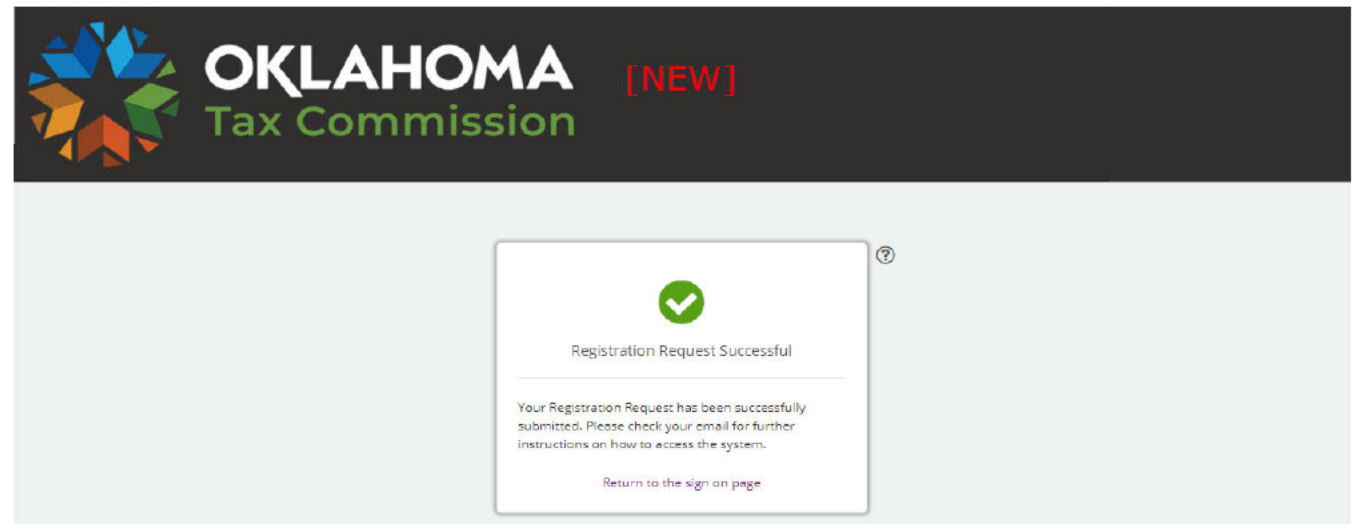


Setting and Changing Password

An email will be sent with logon instructions to your email address.

This email will contain a login link for the OTCMFT application and the temporary password to be used.

Click on this link.



Self-Registration Notification

Welcome to Oklahoma Tax Commission! Please use the following URL to access the system over a secure connection. Once authenticated, you will be able to send a package to the recipient(s) you identified during the self registration process.

([https://otcmft.tax.ok.gov/human.aspx?OrgID=4334&language=en&Username=\[REDACTED\]&Arg07=fdb09fbe-bb78-4da5-a6da-3413b6243323](https://otcmft.tax.ok.gov/human.aspx?OrgID=4334&language=en&Username=[REDACTED]&Arg07=fdb09fbe-bb78-4da5-a6da-3413b6243323))

Use the following credentials when prompted:

Username:

Password:



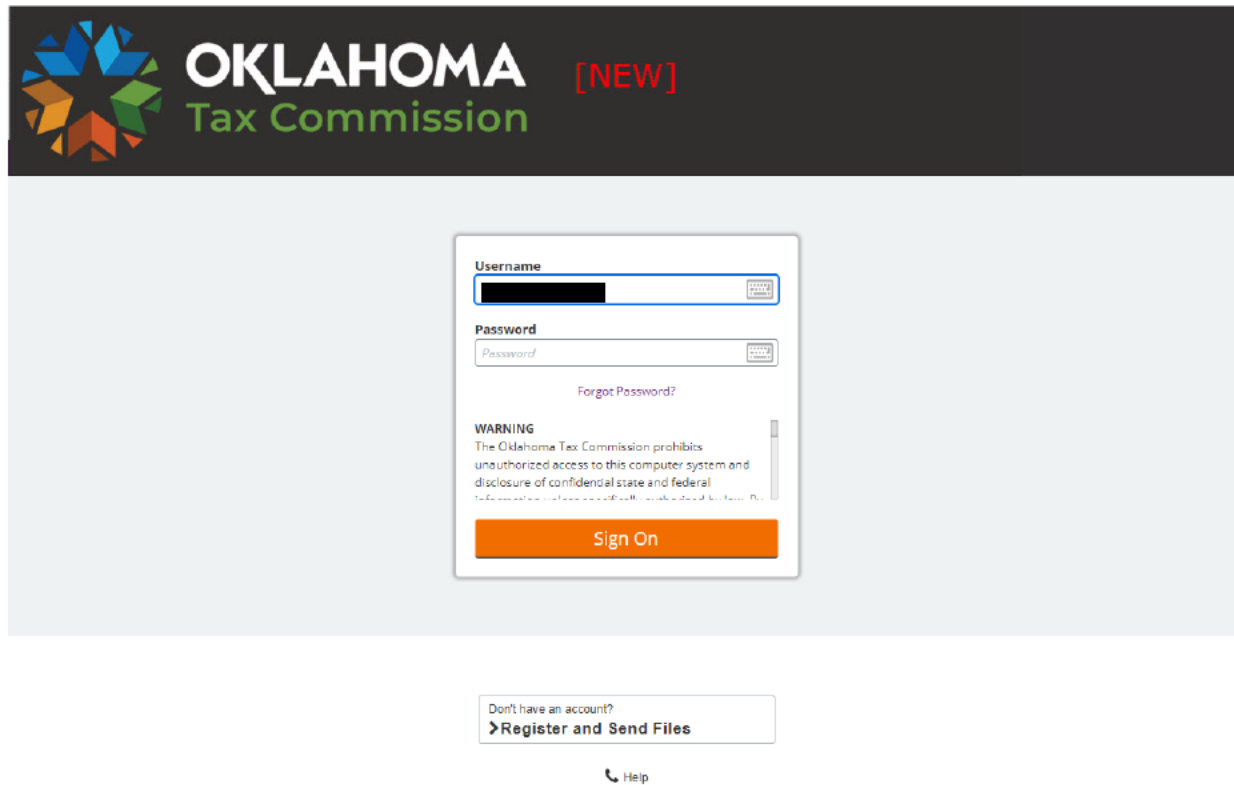
If you need assistance, please contact OMES Service Desk at 405-521-2444 / servicedesk@omes.ok.gov.

Regards,
Oklahoma Tax Commission MFT Notification Service

Using the Web Interface

Your email address will be entered into the Username field.

Enter the password from the email and click "Sign On".



The screenshot shows the Oklahoma Tax Commission login page. At the top, there is a dark header with the Oklahoma Tax Commission logo on the left, the text "OKLAHOMA Tax Commission" in white and green in the center, and "[NEW]" in red on the right. Below the header is a light gray background. In the center, there is a white login box with a blue border. Inside the box, there are two input fields: "Username" and "Password". The "Username" field has a black redaction bar. Below the "Password" field is a link that says "Forgot Password?". Below these fields is a "WARNING" section with a small icon and text: "The Oklahoma Tax Commission prohibits unauthorized access to this computer system and disclosure of confidential state and federal information." At the bottom of the login box is an orange "Sign On" button. Below the login box, there is a link that says "Don't have an account? > Register and Send Files". At the very bottom, there is a "Help" link with a speech bubble icon.

Using the Interface

An email draft will be displayed with the recipient email already entered.

Supply a subject and a brief Note.

Optionally select a classification.

Click “Upload Files” to get a file browser dialog window or drag the file or files to send into the browser window on the page.

Once the file or files are uploaded, click send.

The recipient email address will be sent a notification that files are available.

The screenshot shows a web browser window with two tabs, both labeled 'Oklahoma Tax Commission'. The address bar shows the URL 'https://otcmft.tax.ok.gov/guestaccess.aspx'. The page has a green header bar with 'Exit' and 'Help' links. The main heading is 'Send a package' in purple. Below this is a 'Send' button. The form contains fields for 'To:' (with a redacted email address), 'From:' (with a redacted email address), 'Subject:' (a text input field with '(Required)' below it), and 'Classification:' (a dropdown menu with 'Select a classification label' as the selected option). Below these fields is a 'Note:' section with a lock icon, a text area, and a rich text editor toolbar. The 'Note:' section is marked '(Required)'. Below the note is a 'Files:' section with a dashed border and a message: 'Drop files to upload or use Upload Files dialog'. Below the files section is a 'Total: 0 B' label. At the bottom of the form is another 'Send' button.



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